

Office of the Utah State Auditor

Local Government and Governmental Nonprofits

Reporting Requirements & Deadlines

For FY and CY 2015 Reports

Total Annual Revenue or Expenses of Less than \$350,000				
Date Submitted	Submitted by	Document Type	Submit to:	Deadline
		Budget – Original adopted budget.	reporting.auditor.utah.gov Option 1 Amended budgets are not required but may be submitted, via email only, to: sao@utah.gov	30 days after adoption
		Online Financial Survey The financial survey serves as the required financial report of the entity.	reporting.auditor.utah.gov Option 2	180 days after year end
		Self-Evaluation Form Completed by a member of the governing board. All “NO” responses require a correction action plan.	reporting.auditor.utah.gov Option 1	180 days after year end
		Financial Certification This document certifies that the online financial survey is accurate.	Follow instructions that appear on-screen after completing the Online Financial Survey	180 days after year end
		Impact Fee Report (only applicable for entities who assess impact fees)	reporting.auditor.utah.gov Option 1	180 days after year end
		Deposit and Investment Form Required by the Utah Money Management Council	Attach form to email sent to: mmcouncil@utah.gov	July 31 <u>and</u> January 31 of each year
NOTE: Reports will not post to the OSA website until they have gone through a preliminary review to determine if report components are appropriate.				

For help uploading the reports to OSA website, contact: [Kylie Cone at 801-538-1364 or kcone@utah.gov](mailto:Kylie.Cone@utah.gov)
 For questions regarding completing the reports, contact: [Van Christensen at 801-538-1394 \(counties\)](mailto:Van.Christensen@utah.gov)
[Jeremy Walker at 801-538-1040 \(cities/towns\)](mailto:Jeremy.Walker@utah.gov)
[Ryan Roberts at 801-538-1721 \(districts\)](mailto:Ryan.Roberts@utah.gov)